



Mentor Logistics

Policy Writing Guide

Policy writing is one of the most important aspects of the GMS program. We understand that this is the first experience in policy writing for many of you. We have tried to help by providing sample policies, *Fit, Health and Ready to Learn*, and a policy training. However, each school is unique; therefore one policy does not fit all. We have created this outline to help you write individualized policies for each school.

Your policy should include 3 sections: **Intent, Rationale, and Reinforcement**.

- **INTENT** should outline the policy.
- **RATIONALE** should describe why this policy is needed and why it is important.
- **REINFORCEMENT** should explain how the policy will be upheld, how often the policy will be reviewed, and if applicable the consequence or punishment for those not following the policy.

When writing your policy you should remember the 5 Ws plus How: **Who, What, Where, When, Why and How**. Not all policies will require all of the “W”s and how but asking yourself all of these questions is good way to make sure you are including all that is necessary in your policy. You should ask yourself:

Intent

- **Who** does this involve? **Who** will support this? **Who** made the decision?
- **What** will take place? **What** will be taught?
- **When** will this policy take place?
- **Where** does this policy take place?
- **How** will it take place? **How** will this policy be carried out?

Rationale

- **Why** is this important? **Why** do we need this policy?

Enforcement

- **How** will the school enforce this policy? **How** will the school inform people of this policy? **How** often will the school review this policy?



Who, What, When, Where, Why, and How